

RP02A

Application for rectification by the Registrar of Companies



Companies House

✓ What this form is for
 You may use this form to apply to the Registrar to rectify the register where information was either delivered under the Companies Act 2006 or The Overseas Companies Regulations 2009 on, or after, 1st October 2009 that:

- is invalid or ineffective,
- was done without the authority of the company,
- is factually inaccurate or is derived from something factually inaccurate, or
- is forged.

✗ What this form is NOT for
 You cannot use this form:

- to apply to rectify either the company's registered office address or the UK establishment address (overseas company),
- to apply to rectify the register where previously delivered information was either unnecessary, was inconsistent with other information already on the register or has been replaced, or
- for forms delivered under the Companies Act 1985 or before 1st October 2009.

For further information, please refer to our guidance at www.companieshouse.gov.uk

1 Applicant's name and address ①

Title*											
Full forename(s)											
Surname											
Building name/number											
Street											
Post town											
County/Region											
Postcode	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										
Country											

→ Filling in this form
 Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

① If the applicant is an individual, please give the full forename(s), surname and address. If the applicant is a corporate body or firm, please give the corporate name and address.

2 Applicant's details

Please indicate whether you, as the applicant, are

the person by whom the material was delivered, or
 the company to which the material relates, or
 the individual to whom the material relates.

3 Company details and description of the form

Company number to which the application to rectify relates ②	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										
Company name to which the application to rectify relates ②											

② This is the company's number and name whose record is to be rectified.

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This application can only be used to rectify information on the register that was previously delivered on the following company forms (and any respective continuation pages). You may only list one form per application.

- IN01, IN01c – Application to register a company - Proposed directors' or secretaries' details **only**.
- AP01, AP01c, AP02, AP02c, AP03, AP03c, AP04, AP04c – Appointment of director, corporate director, secretary or corporate secretary.
- CH01, CH01c, CH02, CH02c, CH03, CH03c, CH04, CH04c – Change of director's, corporate director's, secretary's or corporate secretary's details.
- TM01, TM01c, TM02, TM02c – Termination of appointment of director or secretary.

❶ Please enter the description of the form as shown on the Companies House Register e.g. form type and any distinguishing information if more than one form of that type was filed on the same day.

This application can only be used to rectify information on the register that was previously delivered on the following overseas company forms (and any respective continuation pages). You may only list one form per application:

- OS IN01 'Registration of an overseas company opening a UK establishment' – Officer details **only**
- OS AP01, OS AP02, OS AP03, OS AP04 - Appointment of director, corporate director, secretary or corporate secretary of an overseas company
- OS AP05, OS AP07 – Appointment of permanent representative or person authorised to accept service on behalf of an overseas company in respect of a UK establishment
- OS CH03, OS CH04, OS CH05, OS CH06 – Change of director's, corporate director's, secretary's or corporate secretary's details of an overseas company
- OS CH07, OS CH09 – Change of details for a permanent representative or person authorised on behalf of an overseas company to accept service in respect of a UK establishment
- OS TM01, OS TM02 – Termination of appointment of director or secretary of an overseas company
- OS TM03 – 'Termination of appointment by an overseas company of a person authorised to accept service of documents or person authorised to represent the company in respect of a UK establishment'

Description of the form ❶

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Registration Date ^①

Date of registration

d	d	m	m	y	y	y	y
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^① Please enter the date of registration of the form in question.

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Reason for rectification

The information in the form described above ^②

is invalid or ineffective.

was done without the authority of the company.

is factually inaccurate or is derived from something factually inaccurate.

is forged.

If only part of the form is to be rectified, please specify exactly what information is to be removed from the Register.

Information to be rectified ^③

^② Please tick as appropriate.

^③ Any information removed as a result of this application will not always be replaced automatically. Where necessary, please send the appropriate forms and covering RP01 form. For further information, please see our website: www.companieshouse.gov.uk

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Where to sign

Are you the person by whom the material was delivered or the individual to whom the material relates?

- **Yes** Please sign the form in **Section 7**.
- **No** If you are the company to which the material relates, please sign the form in **Section 8**.

7

The person by whom the material was delivered or the individual to whom the material relates

I confirm that the material specified in this application complies with the requirements under section 1095 of the Companies Act 2006 and Regulations 4 & 5 of The Registrar of Companies and Applications for Striking Off Regulations 2009.

1 Applicant's signature

Please sign here only if you have ticked the first or third box in Section 2.

Applicant's signature **1**

Signature

X

X

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The company to which the material relates

I confirm that the material specified in this application complies with the requirements under section 1095 of the Companies Act 2006 and Regulations 4 & 5 of The Registrar of Companies and Applications for Striking Off Regulations 2009.

2 Signature

Please sign here only if you have ticked the second box in Section 2.

3 Societas Europaea

If the form is being filed on behalf of a Societas Europaea (SE), please delete 'director' and insert details of which organ of the SE the person signing has membership.

4 Person authorised

Under either section 270 or 274 of the Companies Act 2006.

Signature **2**

Signature

X

X

This form may be signed by:

Director **3**, Secretary, Person authorised **4**, Permanent representative on behalf of an overseas company, Administrator, Administrative receiver, Receiver, Receiver manager, Liquidator, Charity commission receiver and manager, CIC manager, Judicial factor.

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- You are a person that Section 2 applies to.
- You have completed all sections of this form.
- If you are the person by whom the material was delivered or the individual to whom the material relates, you have signed the form in Section 7; or, if you are the company to which the material relates, you have signed the form in Section 8.



Important information

Please note that the information on this form will **not** appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.



Further information

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk